



of Southwestern Michigan

**AmeriCorps Member
Service Opportunity
Full-Time Position
1700 hours in 10 months**



Goodwill Industries of Southwestern Michigan and Local Initiatives Support Corporation are seeking a full-time AmeriCorps member to serve as a Financial Literacy Coach/Counselor. The candidate will ideally begin service on October 1, 2016 and serve a minimum of 1700 hours through the end of his/her term on July 31, 2017.

ORGANIZATION BACKGROUNDS

Goodwill Industries of Southwestern Michigan is a 501 (c) (3) tax exempt status organization that provides employment, education, training, and support services to individuals and families so they can achieve self-sufficiency. In April Goodwill celebrated 60 years of assisting underserved, low-income populations in Kalamazoo County. We target individuals with barriers to socio-economic independence: low-literacy skills, lack of educational credentials, low or no employment, inadequate or no housing, insufficient survival essentials (food, clothing), a low or poor ratio between assets and liabilities, a low or non-existent credit score, and no savings or checking accounts. Often times physical, cognitive mental health and/criminal backgrounds exacerbate existing barriers our participants experience.

Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC combines corporate, government and philanthropic resources to help community-based organizations revitalize underserved neighborhoods. This strategy extends to the LISC AmeriCorps program where we support placing AmeriCorps Members with local non-profit partners. Members assist in efforts to revitalize underserved neighborhoods across America and create vibrant places for people to live, work, and play.

AMERICORPS MEMBER ACTIVITIES AND RESPONSIBILITIES

- Utilize knowledge of financial planning strategies (budgeting, debt reduction, asset-building) to empower participants to meet financial stability goals they set for themselves,
- Develop productive relationships with financial coaching/counseling participants to encourage attainment of individual goals,
- Work closely with Goodwill Success Center Team members to assure efficacy of “wraparound” bundled services model,
- Provide neighborhood outreach, contact and networking regarding financial stability programming, services and workshops.
- Develop, plan and schedule at least 3 financial stability workshops to be held in targeted areas,
- Adhere to all LISC AmeriCorps requirements and follow all applicable Goodwill Industries policies and procedures.

CAREER DEVELOPMENT AND SERVICE REQUIREMENTS

Members perform day to day service at Goodwill Industries of Southwestern Michigan and are expected to attend and participate in all LISC AmeriCorps sponsored activities including but not limited to:

- Attending a national leadership conference tentatively scheduled for March 2017;
- Attending all locally sponsored monthly meetings;
- Participating in nationally sponsored webinars;

MEMBER INITIALS & DATE: _____

LISC PD APPROVAL:

SMR Approved

V. YR22 2016- 2017

- Actively participating in at least two locally identified and team coordinated service projects (one for Dr. Martin Luther King, Jr. Day of Service and one for National AmeriCorps Week); and,
- Engaging in any other LISC events as determined by the local LISC office,
- Attend appropriate Goodwill Industries Mission Services trainings, Team meetings that do not conflict with LISC AmeriCorps sponsored activities.

This is an AmeriCorps position. LISC and Goodwill Industries of Southwestern Michigan will not allow the member to engage in activities that are considered prohibited under the terms of the grant while serving as a LISC AmeriCorps member.

DESIRED SKILLS

- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods; ability to develop rapport with participants to discuss financial matters, providing support to them as they work towards meeting their individual goals,
- Ability to work independently and in a team environment,
- Computer skills; after training the ability to use Michigan health and human services programs to support participants and/or make appropriate referrals,
- Good written and oral communication skills; ability to utilize a nonjudgmental coaching model,
- Ability to work a flexible schedule (some night and weekends may be required),
- Timeliness and ability to develop, plan, organize, and market financial literacy activities including workshops, to be scheduled within the targeted neighborhoods,
- Detail oriented; recognize the importance of reporting and data management; serve independently and coordinate multiple tasks.

PROGRAM ELIGIBILITY REQUIREMENTS:

To be eligible to participate as a LISC AmeriCorps member the candidate must meet all eligibility requirements to serve as a National Service participant including but not limited to:

- Be eligible to earn 100% of a full-time education award
- Be eligible to perform a term of national service
- Possess a high school degree, GED certificate or agree to achieve GED during the term of service
- Be at least 17 years of age (note there is no upper age limit)
- Have unexpired proof of status as a US citizen or possess permanent resident status and be able to provide documentation as determined by CNCS
- Be available to serve for a full 10 month period of time
- Be able to complete at least 1700 hours of service within the 10 months of service as well as serve the full term of the service

NATIONAL SERVICE CRIMINAL HISTORY SEARCH REQUIREMENT

If a candidate has a criminal record, it does not necessarily make a candidate ineligible for service. Only candidates who are subject to registry on the National Sex Offender Public Website or have been convicted of First Degree Murder may not participate as an AmeriCorps member. Only candidates being offered and then accepting the position must consent to a search of the National Sex Offender Public Website, a State Level Criminal History Search and an FBI search. Consent is provided via the LISC AmeriCorps application.

PROGRAM BENEFITS

Upon successful completion of the term of service, the member will be eligible for a \$5,775 education award to pay off existing, eligible student loans or return to school. The position pays a total stipend of \$15,000. The stipend is taxable and paid in 20 equal checks twice a month from LISC. Direct deposit is highly encouraged. A health care benefit is available for the participant only (dependents are not eligible). For members with children under the age of 13, there is a child care subsidy benefit available which is dependent on the participant meeting all eligibility requirements (This benefit is administered by a contracted provider via the Corporation for National and Community Service).

HOW TO APPLY:

Interested applicants should submit a resume to Goodwill Industries through the Human Resources Division to Kym Hollars khollars@goodwillswmi.org

Goodwill employees (for whom this is an increase in total benefits) interested in the position should also submit a resume to Human Resources. Human Resources forwards the resumes to the Navigation Coordinator (the position supervisor) who then screens and schedules interviews with individuals that appear to fit the requirements. As part of the screening process, two interviews are scheduled. The first interview is a one-on-one session with the Navigation Coordinator; the second interview is a panel of appropriate Mission Services Team members. For this position the panel will include the current Financial Coach. Once a decision is made the applicant is notified that Goodwill has recommended their appointment to the LISC position.

*We promote equal opportunity in selecting AmeriCorps members.
We are committed to diversity and inclusion in the selection process.*